

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

September 20, 2019

City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide design services and additional related technical services to the East Knoxville Greenway Project. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status.

Project Description:

The scope of services for this project will include designing a greenway connection that connects the Knoxville Botanical Garden to Willow Avenue and to Caswell Park. This unique urban project will provide connectivity to multiple parks, schools, and residential areas. Tasks will include coordination with TDOT's Local Programs office throughout the NEPA, design, and ROW phases. Work will also include obtaining any necessary permits as well as No-Rise Certification or Letter of Map Revision in conjunction with the City's FEMA Flood Insurance Program if needed. This project is funded by a State Transportation Block grant.

Required Scope of Services

- Project design
- NEPA document preparation
- Coordinate ROW acquisition as needed
- Obtain all necessary permits for the project
- Prepare bid specifications and construction plans

Estimated Schedule for Performance of Work

- Design/NEPA – January 2021
- Right-of-Way – January 2022
- Bid Specifications and Construction Plans – March 2022

Schedule for Evaluation

- Question deadline: Prospective respondents may submit questions no later than October 18, 2019 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at powens@knoxvilletn.gov.
- Letters of Interest for Phase I due October 25, 2019 at 11:00 a.m. eastern time
- Short list of 3 firms selected by November 1, 2019
- Phase II proposals due by November 15, 2019 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by December 6, 2019

Firms may request consideration by submitting a letter of interest along with qualifications to City of Knoxville, Office of the Purchasing Agent, City County Building, Suite 667; 400 Main Street; Knoxville, TN 37902 Attn: Penny Owens. All letters of interest must be received by the

City of Knoxville on or before 11:00:00 Eastern Time Friday, October 25, 2019. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The City requires a submittal of six (6) printed copies of each Letter of Interest and qualifications and one (1) electronic copy on CD format. Label outside of envelope with project name: East Knoxville Greenway Project.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The LOI's shall be limited to a maximum of five (5), single-sided pages, with a minimum font size of 10. The letters of interest shall also include:

- Work experience in the required disciplines with the City, TDOT and other clients.
- Experience of proposed team assigned to the project in the required disciplines
- Relevant licensures and certifications
- TDOT prequalification status

From the letters of interest, the City of Knoxville will select three (3) qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

City of Knoxville will evaluate the firms on the following criteria (relative weight):

1. **Firms Qualifications and Experience on Similar Contracts.** The firm(s) involved should be able to cite projects of similar scope and size that have been successfully completed, and that have involved team members identified in the submittal in order to demonstrate success in project management. This includes evidence of good communication with all involved parties, a record of working successfully with clients and regulatory agencies, use of creative problem solving, and the ability to manage staff, budgets, and timelines in order to meet project goals and minimize the necessity for project change orders (30%).
2. **Project Approach/Methodology.** Describe in detail how this project will be approached. Describe any innovative or progressive approach that would be used in this project. Clearly show why the firm(s) should be superior to other proposing firms in the delivery of the scope of services (25%).
3. **Key Project Personnel Qualifications & Experience.** Respondents should clearly identify the principal-in-charge and include in that person's qualifications a description of project management expertise. Additionally, the names of persons, their respective titles/roles, vitae, and dedication of time should be provided for any team member playing a significant role in the project (25%).
4. **Firms Availability.** List location of key staff and their ability to meet with City personnel or conduct site visits as required (20%).

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by City of Knoxville. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.